



# **PRIVATE PROPERTY TREE ADOPTION PROGRAM**

## **APPLICATION PACKET**

In the Spring, the Village will be planting the next generation of Adopted Trees on private residential properties throughout Lincolnshire.

Within this packet you will find: Questions and Answers about the Tree Adoption program, a list of Qualifying Criteria for Tree Adoption, the Rules and General Conditions of Tree Adoption, and the Private Property Tree Adoption Application Form.

If you are interested in adopting a tree this Spring, complete and sign the Application Form included in this packet.

**Applications must be received, by the Village on or before March 1st.**

# **TREE ADOPTION Q & A:**

## **WHAT IS THE PRIVATE PROPERTY TREE ADOPTION PROGRAM?**

Lincolnshire's Private Property Tree Adoption Program is a first of its kind concept through which the Village will plant trees on qualifying private properties, to be cared for, nurtured, and enjoyed by the property owners.

## **HOW MUCH DOES IT COST IF I WANT TO PARTICIPATE IN THE PROGRAM?**

Just your appreciation, and a little bit of "Tree Love" (aka care and maintenance)! The Village will provide the tree and it will be installed under the direct supervision of the Village Arborist. After that, all you need to do is provide maintenance for your adopted tree (as described in the 'Rules and General Conditions of Tree Adoption' on the back page of this packet). Your family and friends will probably enjoy helping you care for your tree, and should you have any questions, you may contact the Village anytime during the year.

## **WHERE DOES THE MONEY COME FROM TO PURCHASE AND PLANT THE ADOPTED TREES?**

Most Lincolnshire residents know that when a healthy, well established, tree is removed from within the Village limits, it is required to be replaced. When property owners, responsible for the tree removal, elect to not plant the necessary replacement trees on their own property then by Village Code they must pay into the Village's Tree Bank the cash value of the required replacement trees. The money to purchase and plant trees for adoption is taken from the Tree Bank. This way, trees that are not wanted by one property owner can be enjoyed by property owners who really appreciate all of the qualities and benefits that trees provide

## **WHAT TYPE OF TREES WILL BE AVAILABLE FOR ADOPTION?**

There will be trees that get tall, and trees that stay small. There will be trees that need lots of sun, and trees that do well in the shade. There will even be trees that will help you maintain a little privacy! Rest assured, there will be a type of tree perfectly suited to every qualifying location. But remember, trees just can't up and move if they don't like their surroundings. In order for a tree to succeed in life, it must be placed in a location that gives it an opportunity to succeed. So the Village will, with each applicant, evaluate the applicant's property and determine what tree is best for which location.

## **WHAT SIZE WILL THE TREES BE AT THE TIME OF PLANTING?**

All trees will be 2.5 to 3 inches in caliper, and between 6 and 10 feet tall, when planted (depending on species). We plant at these sizes because they provide the best combination of survivability and immediate visual impact.

## **WHO IS ELIGIBLE TO ADOPT A TREE?**

First of all, a person wishing to adopt a tree must have a suitable location on their property (as defined in the 'Qualifying Criteria for Private Property Tree Adoption; #5). Secondly, to be eligible to adopt a tree, you must be willing to satisfy and/or agree to the 'Qualifying Criteria for Private Property Tree Adoption' and the 'Rules and General Conditions of the Private Property Tree Adoption Program,' both of which are contained on the pages of this packet.

## **HOW DOES ONE APPLY TO ADOPT A TREE?**

All you have to do is completely fill out the 'Private Property Tree Adoption Program Application,' contained in this packet. Please Note: The form has two sides (the Fun side and the Legal side). Submit the completed form to the Village Hall on or before March 1st, and then wait to be contacted. The Village will visit each property and contact every applicant prior to April 1st regarding your qualifying status.

## **THEN WHAT?**

Well, if you and your property have met all of the criteria for tree adoption, the Village will work with you to determine a specific tree for a specific spot on your property. If the tree species and planting location are acceptable to you, then Congratulations! You have adopted a tree! The Village will take care of the busy work and your new tree will be delivered (along with information on how to care for your tree) and planted before the end of May.

## **QUESTIONS?**

If you have any questions, please contact Scott Pippen, Operations Superintendent at 847.913.2382.

# **Qualifying Criteria for Private Property Tree Adoption**

In accordance with the Village of Lincolnshire Private Property Tree Adoption Program and Policy, all of the following criteria must be met in order to qualify for Private Property Tree Adoption consideration:

1. Properties on which the Village may plant an adopted tree must be single-family residential, and located within the R1, R2, R2A, R3 or R4 Zoning District or comprise a portion of a residential planned unit development.
2. The current property owner seeking to adopt a tree shall not have incurred any violations to section 13-1-1 (Tree Preservation) of the Village code within the past two (2) years.
3. The current property owner seeking to adopt a tree shall not have failed to meet any tree replacement requirements within the past two (2) years.
4. The property owner seeking to adopt a tree must return a completed Application for Tree Adoption form to the Village of Lincolnshire for each tree sought to be adopted, by no later than March 1<sup>st</sup>.
5. The property owner seeking to adopt a tree must agree, in writing, to comply with the Village's General Conditions of Tree Adoption.
6. The property owner seeking to adopt a tree must have a suitable location for the adopted tree to be planted. A suitable location to accept an adopted tree is as follows:
  - A. A code-required front, side, or rear yard (setbacks);
  - B. Not closer than twenty (20) feet from another canopy tree;
  - C. Not closer than fifteen (15) feet from a home foundation; and
  - D. Not closer than ten (10) feet from a driveway or other impervious surface such as a patio or sidewalk.
7. Priority consideration will be given to applicant properties where one or more of the following conditions exist:
  - A. The required front, side, or rear yard is completely void of existing trees
  - B. Existing canopy trees are of a species that is at high risk to contract disease or insect infestation (ie. Ash trees)
  - C. A commitment to tree planting and landscape maintenance has been demonstrated by the property owner by demonstrating compliance with the following property maintenance standards:
    - i. Existing trees and landscape beds are properly mulched
    - ii. Existing trees and shrubs are properly pruned
    - iii. Trees and/or perennial gardens have been installed by property owner
    - iv. Lawn and landscape beds are mowed, weeded, and edged
8. The General Conditions of Tree Adoption must be agreed to, in writing, by any subsequent property owner prior to the issuance of transfer stamps for the property.
9. The applicant property shall not be for sale at the time of planting.
10. The property owner is responsible for locating all sprinkler, dog fence or other private underground amenities. The Village and its contractor will not be responsible for any damage to these systems.

## **Village of Lincolnshire Rules and General Conditions of The Private Property Tree Adoption Program**

Adopting a tree is not something to be taken lightly. Trees growing in urban and suburban settings have unique needs to be met if they are to be given the best opportunity to thrive. By properly caring for an Adopted Tree, you will be contributing to the establishment of a Lincolnshire legacy that will be enjoyed (and benefitted from) by generations of Village residents.

The following Rules and General Conditions of Tree Adoption must be complied with by all owners of property where stands a tree adopted from the Village of Lincolnshire:

- A. Water- The adopted tree shall be watered twice a week during the first two (2) growing seasons after planting. The adopted tree shall be watered once per week thereafter until the tenth growing season. Nothing herein is intended as a waiver or modification of the Village's water conservation ordinance during the time from May to November.
- B. Mulch- The adopted tree shall have 3 to 4 inches of natural mulch maintained at all times. The mulch shall extend a minimum radius of two (2) feet from the trunk of the tree, but shall not obscure the bottom of the trunk of the tree.
- C. Pruning- Between November 15 and March 15 dead and broken branches must be removed from an adopted tree.
- D. The Village shall be authorized to enter on to any private property where an adopted tree has been planted to inspect said tree. The Village shall not be permitted to enter any residential dwelling without the consent of the owner or any occupant thereof on a case-by-case basis.
- E. No adopted tree shall be removed without first obtaining written authorization from the Village of Lincolnshire.
- F. Any adopted tree that is removed or damaged as a result of construction work and/or negligence of the property owner is required to be replaced, by the property owner, on an 'inch by inch' basis. Such replacement tree(s) shall be subject to the same requirements and conditions as applied to the original adopted tree.

**VILLAGE OF LINCOLNSHIRE  
PRIVATE PROPERTY TREE ADOPTION PROGRAM  
APPLICATION FORM**

One Olde Half Day Road, Lincolnshire, IL 60069  
Phone: 847-913-2382 Fax: 847-913-0869  
email: [spippen@lincolnshireil.gov](mailto:spippen@lincolnshireil.gov)

Application Due on or Before March 1<sup>st</sup>

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**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant must sign and date the  
'General conditions of Tree  
Adoption/Liability Waiver' on the reverse  
of this application.

**PLANTING LOCATION INFORMATION: (circle one per question)**

Where would you like your adopted tree to be planted?

Front Yard Setback

Side Yard Setback

Back Yard Setback

Is your desired planting location for the adopted tree at least 20 feet from any other canopy trees?

Yes

No

Is your desired location for an adopted tree at least 15 feet from any home foundation?

Yes

No

Is your desired location for an adopted tree at least 10 feet from any driveway or impervious surface?

Yes

No

**PRIORITY CONSIDERATION INFORMATION (circle one per question)**

Is your front, side, or rear yard setback entirely void of trees?

Yes

No

Does your property have trees that are particularly susceptible to insects or disease? (ash, elm, etc.)

Yes

No

Is your desired location for an adopted tree on the south of west side of your house?

Yes

No

**\*\*Please provide any additional comments and information that you feel exhibit your desire and ability to care for an adopted tree.**

\_\_\_\_\_  
\_\_\_\_\_

# VILLAGE OF LINCOLNSHIRE

## PRIVATE PROPERTY TREE ADOPTION PROGRAM

### APPLICATION

One Olde Half Day Road, Lincolnshire, IL. 60069  
Phone: 847-913-2382 Fax: 847-913-0869  
email: [spippen@lincolnshireil.gov](mailto:spippen@lincolnshireil.gov)

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#### ACKNOWLEDGEMENT

- I acknowledge and agree that
- I have been provided with a copy of the rules applicable to the Private Property Tree Adoption Program and the General Conditions of Tree Adoption;
- I have carefully read such rules and conditions and the release described below;
- I understand them fully and completely; and
- I have had all my questions arising from such rules, conditions and release and related to my participation in the Program, if any, answered to my satisfaction.

APPLICANT

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#### AUTHORITY

I hereby swear or affirm that I have full and complete authority, by whatsoever means granted, to execute this Application and bind myself, my family and my successors and assigns to the terms and conditions described in the rules applicable to the Private Property Tree Adoption Program and the General Conditions of Tree Adoption. I hereby further swear or affirm that no further consents or approvals are needed from any person, trustee, corporation, partnership, governmental body or other entity and executing this application and participating in the Program shall not result in a violation, breach or default under any other agreement, covenant, rule, law, regulation or judicial order. Further, I promise to indemnify and hold the Village harmless from any injury, liability, claim, loss and expense arising from any misrepresentation or failure to disclose any information necessary to make this Application true, complete and accurate.

APPLICANT

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#### LIABILITY RELEASE AND WAIVER

In consideration of my participation in the Program and acceptance of a tree for adoption, I hereby agree on behalf of myself, my family, heirs, successors, assigns, personal representative and estate as follows: (a) I expressly agree and promise to accept and assume all of the risks existing in this activity; (b) My participation in this activity is purely voluntary, and I elect to participate in spite of the risks; (c) I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless the Village of Lincolnshire, its officers, employees, agents and contractors (collectively, the "Protected Group"), from all claims, demands, or causes of action, which are in any way connected with my participation in this activity and my acceptance of a tree for adoption, including any such claims which allege negligent acts or omissions of the Protected Group.

APPLICANT

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